

# Contract User Guide for FAC106

## FAC106: Water Treatment Chemicals and Alternative Treatment Systems

UPDATED: October 20, 2020

<b>Contract #:</b>	FAC106
<b>MMARS MA #:</b>	FAC106*
<b>Initial Contract Term:</b>	November 1, 2017 – October 31, 2020
<b>Maximum End Date:</b>	One 2-year extension to October 31, 2022
<b>Current Contract Term:</b>	November 1, 2017 – October 31, 2022
<b>Contract Manager:</b>	Marge MacEvitt, 617-720-3121, <a href="mailto:Marge.macevitt@mass.gov">Marge.macevitt@mass.gov</a>
<b>This Contract Contains:</b>	Supplier Diversity Program, Prompt Pay Discounts
<b>UNSPSC Codes:</b>	Appendix A

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: UNSPSC Codes](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**

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Updated: October 20, 2020

Page 1 of 11



## Contract Summary

This is a Statewide Contract for water treatment chemicals, environmentally preferable alternative treatment systems, chemicals testing, systems/tank cleaning, and related.

This contract does not include services offered under the Statewide Tradespersons contracts TRD01, TRD02, TRD03, or TRD04.

## Contract Categories

This contract includes 3 categories of products and services as listed below:

- Category 1: Water Treatment Chemicals
- Category 2: Services
- Category 3: Alternative Technologies

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

This contract offers the following benefits:

- Prompt Pay Discounts
- Bulk Order Discounts
- Volume Purchase Discounts
- Tiered Discounts

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for “FAC106” to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the “Master File” MBPO for FAC106 click here: [PO-18-1080-OSD03-SRC02-12430](https://www.mass.gov/doc/PO-18-1080-OSD03-SRC02-12430)
  - To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

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Updated: October 20, 2020

Page 2 of 11

## Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Direct, outright purchases
- Fee for service

### Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.
- **Quote/Proposal:** Customers seeking alternative treatment systems from Category 3 will need to request a proposal/quote from Category 3 vendors to explore their options.

**Note to Eligible Entities:** *Non-Executive Department buyers may contact vendors directly to receive contract item information and/or quotes.*

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by at the [vendor information](#) page.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov).

When contacting a vendor on statewide contract, always reference FAC106 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How To Purchase From The Contract

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

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Updated: October 20, 2020

Page 3 of 11



All vendor MBPO pages have a \$0.00 line item for the category/categories they are awarded. When placing an order in COMMBUYS a contract user needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

## Obtaining Quotes

Customers should always reference “**FAC106**” when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

### Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity’s procurement policies and procedures.

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Updated: October 20, 2020

Page 4 of 11

For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

### Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, the following prevailing wage categories include:

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

### Environmentally Preferable Products (EPP)

Category 3 – Alternative Technologies

The purpose of Category 3 is to allow buyers to work with vendors on alternative and environmentally friendly system treatment options. Buyers may reach out to vendors in Category 3 to request quotes or proposals on their alternative system options.

### Contract Exclusions and Related Statewide Contracts

Category 2 – Services

Services offered under available Statewide Contracts for Tradespersons are not offered under FAC106. Category 2 services are limited to any services relevant to water treatment systems that **do not conflict** with services already available under contracts TRD01, TRD02, TRD03, or TRD04. For more information on the Tradespersons contracts please visit our [Statewide Contract User Guides](#) webpage.

### Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

### Shipping/Delivery/Returns

- Vendors must be capable of delivering to all counties in the Commonwealth.
- All products must be delivered new and in unopened containers.
- Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) must be provided on all chemicals at the time of delivery or upon request by Eligible Entity.

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Updated: October 20, 2020

Page 5 of 11



- All items must be packed in accordance with best commercial practice and in such a manner as to insure delivery in good condition and as specified in the purchase order.
- All chemicals must be properly labeled in accordance with all federal, state and local laws or requirements.
- The shelf life must be indicated on the product. No expired products will be accepted.
- All products must be shipped in approved containers compatible with the products being shipped.
- All products must be shipped in accordance with federal, state, and local regulations.
- All drums must be delivered with OSHA Product Information and Safety labels. If the OSHA labels are missing from the drums, the shipment will not be accepted and there will be no charge to the Eligible Entity.
- Any rejected product must be replaced as soon as possible or on an emergency delivery basis, as required by the purchasing entity.
- Containers are to be furnished by and will remain the property of the Contractor. Return of empty containers to the Contractor will be at the expense of the Contractor.
- The net weight invoiced must be the gross weight of each container less tare weight.
- The net weight for bulk chemical delivery trucks must be based on the machine-generated scale weight ticket that lists the gross, tare and net weights unless the Eligible Entity expressly agrees to a different means of measurement based on the Scale Weight Certificates specifications of the FAC106 RFR.

## Additional Information/FAQs

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

### If the Needed Product Can Not be Found

If any product or service relevant to the FAC106 contract cannot be found it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product or service meets the scope of the product category, the vendor may be able to add it to their product offerings based on the approval of the OSD Contract Manager. Buyers may reach out to the OSD Contract Manager as well to inquire about products or services not currently available on FAC106.

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Updated: October 20, 2020

Page 6 of 11



### Performance and Payment Time Frames Which Exceed Contract Duration

All maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than three **(3)** months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

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Updated: October 20, 2020

Page 7 of 11

# Contract User Guide for FAC106

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## Strategic Sourcing Team Members

- Sean Foley, DOC
- Christopher Yacino, DOC
- Kristine Marcotte, DOC
- Wallace Connor, POL
- Ariola Molla, OSD

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Updated: October 20, 2020

Page 8 of 11



# Contract User Guide for FAC106

## Vendor List and Information\*

Vendor	MBPO Page	Contact Person	Phone #	Email	Categories	Prompt Pay Discount(s)
MASTER CONTRACT RECORD** (All contract documents)	<a href="#">PO-18-1080-OSD03-SRC02-12430</a>	N/A	N/A	N/A	N/A	N/A
Barclay Water Management, Inc.	<a href="#">PO-18-1080-OSD03-SRC02-12429</a>	Lyanne Claudio	857-404-0321	<a href="mailto:lclaudio@barclaywater.com">lclaudio@barclaywater.com</a>	1 and 2	5% off in 10 days 3% off in 15 days 2% off in 20 days
Borden & Remington Corp.	<a href="#">PO-18-1080-OSD03-SRC02-12428</a>	Customer Service	508-675-0096 ext. 204 or 209	<a href="mailto:orders@boremco.com">orders@boremco.com</a>	1 and 2	1% off in 10 days
Coyne Chemical Company, Inc.	<a href="#">PO-18-1080-OSD03-SRC02-12426</a>	Customer Service	1-800-523-1230	<a href="mailto:orders@coynechemical.com">orders@coynechemical.com</a>	1 and 2	1% off in 10 days
D & P Swimming Pool Inc.	<a href="#">PO-18-1080-OSD03-SRC3-13490</a>	Judy Ryan	603-974-7923	<a href="mailto:judy@dppoolsonline.com">judy@dppoolsonline.com</a>	1 and 2	1% off in 10 days
BEME Water Systems Solutions, Inc. dba Gurney Water Treatment NE	<a href="#">PO-19-1080-OSD03-SRC3-15088</a>	Dan Farnham	508-326-1358	<a href="mailto:dfarnham@gurneyne.com">dfarnham@gurneyne.com</a>	1 and 2	5% off in 10 days 4% off in 15 days 3% off in 20 days 2% off in 30 days
Holland Co., Inc.	<a href="#">PO-18-1080-OSD03-SRC02-12425</a>	Matt Holland	413-743-1292	<a href="mailto:matt.holland@hollandcompany.com">matt.holland@hollandcompany.com</a>	1	1% off in 10 days

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Updated: October 20, 2020

Page 9 of 11



OPERATIONAL SERVICES DIVISION

Vendor	MBPO Page	Contact Person	Phone #	Email	Categories	Prompt Pay Discounts
Azure Water Services, LLC dba Jamestown Technologies	<a href="#">PO-19-1080-OSD03-SRC3-14692</a>	Jim Murphy	978-337-2361	<a href="mailto:jmurphy@azurewaterservices.com">jmurphy@azurewaterservices.com</a>	1	1.5 % off in 15 days 1% off in 30 days
Nalco Company	<a href="#">PO-18-1080-OSD03-SRC02-12424</a>	Bryan Mulik	609-954-6925	<a href="mailto:bwmulik@ecolab.com">bwmulik@ecolab.com</a>	1, 2, and 3	2% off in 10 days 1% off in 15 days 0.5% off in 20 days
Neponset Chemical & Eng. Inc.	<a href="#">PO-18-1080-OSD03-SRC02-12423</a>	Richard Donovan	781-762-3466	<a href="mailto:nepchem@norwoodlight.com">nepchem@norwoodlight.com</a>	1 and 2	5% off in 10 days 4% off in 15 days 2% off in 20 days
New England Testing Laboratory	<a href="#">PO-18-1080-OSD03-SRC02-12422</a>	Richard Warila	401-353-3420	<a href="mailto:rich.warila@newenglandtesting.com">rich.warila@newenglandtesting.com</a>	2	1% off in 30 days
Puraqua Pool Service, Inc.	<a href="#">PO-18-1080-OSD03-SRC3-13489</a>	Cheryl Lawn	781-893-6300	<a href="mailto:cheryl@puraquapools.com">cheryl@puraquapools.com</a>	1 and 2	2% off in 10 days 1.5% off in 15 days 1% off in 20 days 0.5% off in 30 days
The Metro Group, Inc.	<a href="#">PO-18-1080-OSD03-SRC3-13486</a>	Michael Flahive	781-932-9911	<a href="mailto:mflahive@metrogroupinc.com">mflahive@metrogroupinc.com</a>	1 and 2	3% off in 10 days 2% off in 15 days 1% off in 20 days

\*Note that COMMBUYS is the official system of record for vendor contact information.

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Updated: October 20, 2020

Page 10 of 11

## Appendix A: UNSPSC Codes

FAC106 covers the following UNSPSC codes:

- 47-10-00 Water and wastewater treatment supply and disposal
- 47-10-15 Water treatment and supply equipment
- 47-10-16 Water treatment consumables
- 49-24-17 Swimming pool and spa equipment and supplies
- 73-10-16 Chemicals and fertilizers production
- 83-10-15-03 Water quality control management
- 83-10-15-06 Water treatment services
- 83-10-15-07 Desalination services
- 83-10-15 Water and sewer utilities
- 41-10-42 Laboratory water purification equipment and supplies

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Updated: October 20, 2020

Page 11 of 11